STATE OF MINNESOTA STATE COURT ADMINISTRATOR'S OFFICE (SCAO)

Instructions for Bail Bond Agent Application

In compliance with Rule 702 of the Minnesota General Rules of Practice, prior to posting bail bonds in the State of Minnesota, agents must complete an application and approval process. Questions about the application process should be directed to the State Court Administrator's Office (SCAO) at 651-297-7588. The agent must complete and notarize Part I of the application. The following information must be attached to the application:

- Copy of applicant's driver's license or Minnesota ID card.
- Copy of applicant's current Minnesota insurance license.
- Copy of Surety Power of Attorney.
- Copy of Surety's current Minnesota Department of Commerce Certificate.
- Passport-quality photograph of applicant.

The Bonding Company that employs the agent must complete and notarize Part II of the application. NOTE: the Bonding Company must immediately notify SCAO when an agent is no longer authorized to write bonds on its behalf.

Part III of the application requires the applicant to complete the Bureau of Criminal Apprehension (BCA) form and send it directly to the BCA at the address provided. **Do not send this form to SCAO; this will result in the entire packet being returned to you and will delay the application process.**

Applications will not be processed until the entire application is complete and all required documentation is received. When an application is approved, notification of approval will be sent to the approved agent, the bonding company the agent works for, and all court administration offices and sheriff's departments.

An application may be denied for the following reasons: the applicant is not currently authorized by the Minnesota Department of Commerce to provide bail bonds; the applicant's surety is not currently authorized to do business in Minnesota by the Minnesota Department of Commerce; the applicant, his or her general agents or surety company has any outstanding/unpaid bonds in any county, state or federal court in Minnesota; or a review of the BCA background check or court records shows that the applicant is currently charged with or convicted of: (1) a felony; (2) a crime involving fraud, misrepresentation, false reporting, or misappropriation or conversion of funds; or (3) any other crimes at the gross misdemeanor or misdemeanor level that call into question the applicant's ability, capacity and fitness required to perform the duties and to discharge the responsibilities of a bail bond agent. If an application is denied, the applicant has thirty (30) days from the date of denial within which to submit the denied application to a final review panel consisting of three judges.

Instructions For Renewal of Bail Bond Agent Approval

If you are renewing your approved status, only Parts I and II of this application must be completed and sent to SCAO.

Completed applications and required documentation should be returned to:

Bail Bond Agent Applications State Court Administrator's Office Court Services Division 25 Rev. Dr. Martin Luther King Jr. Blvd., Suite 105 St. Paul. MN 55155



STATE OF MINNESOTA STATE COURT ADMINISTRATOR'S OFFICE BAIL BOND AGENT APPLICATION PART I

Agent Name:					
(Last)	(First)	(Middle)			
Home Address:	(First)	(Middle)			
1101110 11001 0001					
(Include street, city & zip)					
Home Telephone: ()					
Email Address:					
Date of Birth: month/day/year	/				
Bonding Company:					
(Include name, full address, telephone and em	ail address)				
Surety:	an address)				
(Include name, full address, telephone, and en Minnesota. Attach copy of the power of attorn					
Second Surety:	ley and surety's current Dep	partinent of Commerce certificate.)			
Second Surety.					
(Include name, full address, telephone, and en	nail address. Surety must b	e licensed to do business in the State of			
Minnesota. Attach copy of the power of attorn Do you, your general agents, or s					
bonds in any county, state, or fede					
bolids in any county, state, or rede	rai court in the State	c or winnesota:			
	□ Yes	□ No			
If yes, please provide details:	= 105				
ii yes, pieuse provide details.					
Have you ever been charged wi	th or convicted of	an offense other than a traffic			
charge?					
3.0	☐ Yes	□ No			
If yes, please provide details:					
Have you ever been a defendant	in any lawsuit, arb	itration, or other proceeding			
involving allegations of fraud, misappropriation, conversion, mismanagement of					
funds, or breach of fiduciary duty	?				
	□ Yes	□ No			
If yes, please provide details:					

BAIL BOND AGENT APPLICATION PART I CONTINUED

I hereby certify that the above information is t knowledge. If the above information changes, State Court Administrator's Office.	3
Dated this day of	
	(Signature of Applicant)
Subscribed and sworn to before me this, 2	(Name of Applicant)
Notary Public My commission expires:	

STATE OF MINNESOTA STATE COURT ADMINISTRATOR'S OFFICE BAIL BOND AGENT APPLICATION PART II

	I AIXI II			
Company Support of Application				
We,				
Dated this day of	, 2			
	(Signature of company representative)			
	(Name of company representative)			
	(Title of company representative)			
Subscribed and sworn to before me this, 2 Day of, 2 Notary Public My commission expires:				



STATE OF MINNESOTA STATE COURT ADMINISTRATOR'S OFFICE BAIL BOND AGENT APPLICATION PART III

Bureau of Criminal Apprehension 1430 Maryland Avenue East St. Paul, MN 55106

RE: Background Check

Dear Sir or Madam:

I hereby authorize the Minnesota Bureau of Criminal Apprehension to provide to the Minnesota State Court Administrator's Office any criminal history information about me for the purpose of obtaining approval as a bail bond agent in the State of Minnesota.

I have enclosed a money order or certified check made payable to the Bureau of Criminal Apprehension (in the amount of \$15.00) as well as a stamped manila envelope addressed to the State Court Administrator's Office.

This authorization expires one year from the date of my signature.

Dated this d	ay of	, 2	
Signature of Data Sub Name:	<u> </u>	Subscribed and sworn before me this day of, 2	
Telephone: Date of Birth:		Notary Public My commission expires:	
Bail Bond A Court Servi	ces Division Martin Luther King J		
RE:	Applicant Name: Address:		
	Date of Birth:		
Criminal History:			
Individual Supplyi	ng Information:		Signature